

**Course Manager Final Paperwork**  
**Fire Fighter I & II**  
Michigan Department of Labor & Economic Growth  
Bureau of Construction Codes & Fire Safety  
Office of Fire Fighter Training  
P.O. Box 30700, Lansing, MI 48909  
Telephone: 517-373-7981

Authority: 1966 PA 291

Checklist of final paperwork must be submitted to Proctor, by Course Manager, on test date.

<b>Check Items</b>	<b>Final Paperwork</b>	<b>FF I &amp; II Courses</b> <i>(excludes FF I-A)</i>	<b>FF I &amp; II Exams</b>
	Student Activity Record	<b>Required</b>	<b>N/A</b>
	BCCFS-102, Final Student Roster	<b>Required</b> <i>(copy)</i>	<b>Required</b> <i>(copy)</i>
	BCCFS-250, Instructor Activity and Payment	<b>Required</b>	<b>Required</b>
	Practical Skills Examination Sheets	<b>Required</b>	<b>Required</b>